



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors *TV*
Commissioner, Indiana Department of Workforce Development

DATE: August 5, 2008

SUBJECT: DWD Policy 2008-03
Media Inquiry Policy

Purpose

To establish policy regarding media contacts made to Indiana's Workforce Investment System personnel

Rescission

None

Content

As the lead agency for the Indiana Workforce Investment system, all media inquiries shall be immediately referred to the Indiana Department of Workforce Development's Press Secretary. Inquiries include, but are not limited to, telephone, e-mail, videotaping and in-person requests made by members of the media. Comment and interviews must receive prior approval from the Press Secretary via telephone at 317.232.3396. All press releases and other materials distributed to members of the media must receive prior approval from the Press Secretary. Calls will be returned as soon as possible.

Review Date

September 30, 2010

Ownership

Press Secretary
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
Telephone: 317.232.3396

Effective Date

Immediately

Action

All Indiana Workforce Investment System personnel shall follow the procedure explained in this policy when an inquiry is received from the media. This policy applies to grantees and sub-grantees as well as State merit and non-merit staff.